



Fleming Field, Shotton Colliery, Durham. DH6 2JQ

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Thursday 10th October 2024

Safety in the Carpark

Dear Parent/Carer,

We are currently reviewing procedures at drop off and pickup times to ensure that people are following our strict guidelines and acting safely on the school site. **It is only by following these procedures that school can continue to allow vehicles to come on to the site.**

I would like to remind you of the procedures in place for anyone using our school car park and the expectations for all whilst accessing the school grounds.

On a morning:

- All children can be dropped off at school between 8.30-8.55am
- Vehicles dropping off children to **Reception class, please park in the carpark to the front of the school and hold your child's hand when walking them to the entrance. Children must be supervised at all times in the car park as there are cars moving in the carpark throughout this time.**
- Vehicles dropping off children to the yard, via main school gate, please use the drop and go facility or park in the carpark. If using the drop and go facility please make sure that children are exiting your car via the pavement and not opening doors onto the road. It is a parent/carer's responsibility to get children safely to the school gate on a morning.
- All vehicles parking at any time whilst on the school site, **must reverse park into the bays, for safety reasons**

On an evening

Reception, Year 1 and Year 2:

- Reception, Year 1 and Year 2 children exit school at 3.05pm
- Parents of Reception, Year 1 and Year 2 children are able to access the school site from **2.50pm but please no earlier**
- All vehicles must **reverse into parking bays**
- As children are dismissed from class, vehicles **must stay stationary** until the majority of children are back safely into cars and it is safe to move

Years 3, 4, 5 and 6

- Parents collecting children from Years 3, 4, 5 and 6 **must not enter the school site before 3.15pm**. This is vitally important in order to ensure a safe exit for our younger children from school and to avoid congestion in the car park
- **Year 3 children will leave school via the main entrance at the school office- please ensure that you collect your child directly from the school door and hold their hand as you move through the carpark. Children must not be allowed to run off from their adult across the car park to their parked car, this is vitally important to ensure the safety of the children**
- Years 3, 4, 5 and 6 finish school at 3.30pm. Again, please remember after collecting children from class and returning to parked cars, **vehicles must not move until the carpark is clear and children are safely in their cars**

Please note that within the carpark we have a one-way system and the maximum speed is 5mph. **Please do not exit the car park via the entrance, follow the one-way system and leave through the exit.**

As always, the safety of everyone in our school family is our main priority and we would like you to follow these procedures in order for cars to continue to access the school site.

Yours sincerely,

Mrs Ashton

Executive Headteacher